

# MAEFAIRS

Student Count For ANB

and

# AIM

Enrollment

Reporting Instructions

# 2012-2013



Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

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## Welcome

Enrollment collected by the Office of Public Instruction (OPI) in the Achievement in Montana (AIM) student information system and imported to the MAEFAIRS system is used for calculation of ANB for school funding. Auditors are required to compare the reported data to supporting documentation and note discrepancies in their audit report. Therefore, care and accuracy is very important when completing the reports and maintaining adequate backup documentation.

## AIM and MAEFAIRS

For more than a decade, school districts have used the MAEFAIRS reporting system to report enrollment counts for the first Monday in October and February 1 (or next regularly scheduled school day). In the 2012-2013 school year, student enrollment data will be imported into MAEFAIRS from the AIM system. MAEFAIRS will import the minimum enrollment information necessary to determine a school district's Average Number Belonging (ANB). AIM will be used to collect student enrollment, attendance on official count dates, aggregate hours, and student demographic information.

### **Official MAEFAIRS Count Dates**

For the 2012-13 school year:

The official count date for **fall** semester is **Monday, October 1, 2012** (first Monday in October).

The official count date for **spring** semester is **Friday, February 1, 2013** (February 1, or next regularly scheduled school day).

### **Student Count For ANB in the MAEFAIRS System**

Enrollment data imported into the MAEFAIRS system is used to calculate Average Number Belonging (ANB). MAEFAIRS captures the grade-by-grade enrollment count, part-time enrollment data, and other special high school enrollment data (19 year-old enrollment, Job Corps enrollment, MT Youth Challenge Academy, MT Digital Academy enrollment and early graduates).

### **AIM & MAEFAIRS Comparison**

<b><u>DATA ELEMENT</u></b>	<b><u>AIM</u></b>	<b><u>MAEFAIRS</u></b>
Enrollment Count by Grade	√ —————→	√
Part Time Enrollment Data	√ —————→	√
19 Year Old Enrollment	√ —————→	√
Job Corps Enrollment	√ —————→	√
MT Youth ChalleNge	√ —————→	√
MT Digital Academy	√ —————→	√
Early Graduation (spring only)	√ —————→	√
Pre-Kindergarten Enrollments (Special Education)	√	
Kindergarten Enrollments	√ —————→	√
Demographic Data	√	
Student Achievement Gap (SAG) Payment (fall only)	√ —————→	√
Aggregate Hours	√ —————→	√
Count Date Attendance	√	
Program Participation Data	√	

Student data is collected in the AIM system and imported into MAEFAIRS.

### **Official AIM Count Dates**

See the OPI AIM Webpage at [www.opi.mt.gov](http://www.opi.mt.gov) > Reports and Data > AIM > AIM Collections  
or click on this link: [http://opi.mt.gov/PUB/AIM/AIM%20Collections/12\\_13AIMCollectionSchedule.pdf](http://opi.mt.gov/PUB/AIM/AIM%20Collections/12_13AIMCollectionSchedule.pdf)

# MAEFAIRS Student Count For ANB

## **Enrollment data as reported in AIM**

### ➤ **To be included in the MAEFAIRS Student Count For ANB, students must:**

- ✓ Be enrolled on the count date
- ✓ Have aggregate hours marked (F,T, H, or Q)
- ✓ Have a service type of P or S for grades K-12

### ➤ **This includes:**

- ✓ Special education students grades K-12
- ✓ Homebound students qualifying under 10.20.102, A.R.M.
- ✓ 19-year-olds or older (age as of September 10th)
- ✓ Students attending Job Corps (see Job Corps section)
- ✓ Students attending MT Youth ChalleNGe Academy (see Youth ChalleNGe section)
- ✓ Students taking classes through the MT Digital Academy
- ✓ Part-time students or students attending school for any portion of the school day (example, count as enrolled--a home-schooled student that attends the district for one class per day)
- ✓ Students attending the school from out-of-district

### ➤ **Students NOT included in the MAEFAIRS Student Count For ANB are:**

- ✓ Students absent for 11 or more consecutive days prior to and including the count date.
- ✓ Students who will not resume attendance pursuant to notice given to district
- ✓ Students otherwise unable to continue in attendance for any reason
- ✓ Students who are residents of the district, but are attending an out-of-district school
- ✓ Pre-School students

### ➤ **Students included in the Other Enrollment section (applies to High Schools only) consist of:**

- ✓ Nineteen year olds or older
- ✓ Job Corps Program participants
- ✓ MT Youth ChalleNGe Academy participants
- ✓ Early Graduates (spring count only)

## **Students Identified as American Indian for the Achievement GAP Payment**

Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count will generate funding in the SAG payment for the ensuing year. Changes to this designation will be accepted only through December 31. See ARM 10.21.205 in the Glossary.

## **Part-time Enrollment**

Aggregate hours in AIM determine if a student is enrolled full or part-time. For more information on part-time enrollment, see the 'Part-time' student topic.

## **Transition First**

A Pre-1st/Transition program is a full day program that is designed to ease the transition into first grade, and often results in a two-year program between kindergarten and second grade. These students are enrolled in AIM with a grade level of P1 (Transition 1<sup>st</sup>). Aggregate hours should reflect their actual participation in an educational program.

## **Ungraded**

Effective July 1, 2008, the option to enroll students into an ungraded grade level has been removed. All students must be assigned an age appropriate grade level for state reporting purposes.

## **Aggregate Hours of Instruction**

Annual Aggregate Hours of Instruction are the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled as defined by 20-1-301, MCA. This designation determines a student's status as full or part-time enrolled.

- 0 < 179 aggregate hours = 0 enrolled or N in AIM
- 180 to 359 aggregate hours =  $\frac{1}{4}$  enrolled or Q in AIM
- 360 to 539 aggregate hours =  $\frac{1}{2}$  enrolled or H in AIM
- 540 to 719 aggregate hours =  $\frac{3}{4}$  enrolled or T in AIM
- > 720 aggregate hours = full time enrolled or F in AIM

Pupil instruction does not include lunchtime or unstructured recess.

## **Aggregate Hours Calculation Example**

The tricky part of calculating annualized aggregate hours of instruction for a student is calculating the hours whose schedule changes during the school year. Consider this example:

Assume that Bobby Q. Public is enrolled in 12<sup>th</sup> grade in your district and he attends school pursuant to the following schedule:

<u>Semester</u>	<u>Days</u>	<u>Hours per Day</u>	<u>Calculation</u>	<u>Total Hours</u>	<u>Calculation</u>	<u>Annualized Hours</u>
First	90	5 hours / day	$90 \times 5$	450	$450 \times 2$	900 aggregate hours
Second	90	3 hours / day	$90 \times 3$	270	$270 \times 2$	540 aggregate hours
TOTAL	180			720		

How is Bobby's enrollment reported to OPI? Answer:

First semester (Fall count): Bobby's aggregate hours are entered as F or 720+. He is full-time enrolled because the annualized hours for his program as of the fall count date would be 900.

Second semester (Spring count): Bobby's aggregate hours are entered as T or 540-719. He is three quarter time enrolled (counted as part-time).

Even though the example shows that Bobby's total annual hours of instruction would total 720, he is still part-time for the second semester. *Look at how many annualized hours of instruction would be provided for the program the student is following as of the current count date, independent from the hours accumulated under a program he/she followed on another count date.*

## **Concurrent Enrollments**

A pupil in kindergarten through grade 12 who is concurrently enrolled in more than one public school, program or district may not be counted as more than one full-time pupil for ANB purposes. Schools that share student enrollments with other schools should contact the school with the secondary enrollment and make arrangements for how students will be reported in AIM and MAEFAIRS. If students are enrolled for more than one full-time pupil for ANB purposes, the school with the primary enrollment will be asked for clarification before the data is finalized.

- F – 720+ hours = 1 enrollment
- T – 540-719 hours = .75 enrollment
- H – 360-539 hours = .5 enrollment
- Q – 180-359 hours = .25 enrollment
- N – 0-179 hours = 0 enrollment

**Accurate Data Reporting:** School A reports the student as T – 540-719 hours, School B reports the student Q – 180-359 hours, for a total of 1 enrollment

**Inaccurate Data Reporting:** School A reports the student as F – 720+ hours, School B reports the student as Q – 180-359 hours, for a total of 1.25 enrollment.

## **Part-time Students**

Part-time data is collected by OPI for the purpose of adjusting a district's enrollment count for students that do not attend full-time. The key in determining part-time status is to look at annual aggregate hours of a pupil's program. See example at the end of this section.



AIM allows for the entry of part-time enrollments. Students are assigned a level of aggregate hours that reflects their actual participation in an educational program on the count date.

720+ aggregate hours	= F	Full time enrolled
540-719 aggregate hours	= T	Three quarter time enrolled
360-539 aggregate hours	= H	Half time enrolled
180-359 aggregate hours	= Q	Quarter time enrolled
0-179 aggregate hours	= N	Less than quarter time enrolled, Not counted

## **Pre-Kindergarten Students**

State law does not provide ANB for Pre-K students; therefore Pre-K students are not imported into MAEFAIRS. However, all Pre-K students that are receiving special education services must be in AIM for state-reporting purposes.

Special Education kindergarten students who have turned 5 years of age by September 10 and whose IEP requires services in the Pre-K setting must be marked in the kindergarten program in order to receive ANB.

## **Kindergarten**

### **Counting Kindergarten Pupils for Enrollment**

- **5 year-olds** - A pupil who reaches age 5 on or before September 10 of the current school year or has been enrolled by special permission of the Board of Trustees, pursuant to 20-7-117, may be counted as a Kindergarten student if both of the following criteria are satisfied:
  - ✓ the pupil is enrolled in an accredited 5 year-old schooling program
  - AND**
  - ✓ the accredited 5 year-old schooling program is providing a minimum of 360 hours of pupil instruction per year
- Students who transfer during the year from another in-state school or from out of the state and are (or were) not age 5 on or before September 10 also require board approval before enrollment in order to be counted for ANB



**NOTE:** Students enrolled in a Kindergarten program who are receiving services in a Pre-K setting, pursuant to an Individualized Education Program (IEP), and reach age 5 by September 10 of the current school year, should be enrolled in AIM in the Kindergarten grade level, with a service type of P. Aggregate Hours and Attendance are required for these students. These Kindergarten students should also be enrolled into any other programs, in which they participate, including Free/Reduced lunch, LEP, etc.

## Non-Typical Kindergarten Programs

**NOTE:** Contact OPI if the beginning date for a Kindergarten program is subsequent to one of the official count dates (first Monday in October or February 1st), or if the district runs two complete Kindergarten programs within the same school year (this would be a program with a different set of pupils each semester, but each semester's class meets the minimum hour requirements for a Kindergarten program). OPI will make the necessary adjustments to properly fund such programs.

### **Kindergarten-Half Time Program** *(see definition on page 16)*

If the pupil's current instructional program provides:

- Less than 180 aggregate hours of instruction time per year
  - ✓ Student is enrolled in AIM in grade KH with aggregate hours of N. Enrollment in a program intended to provide less than 180 hours of pupil instruction per school year may not be included for ANB purposes.
- At least 180 aggregate hours but less than 360 aggregate hours
  - ✓ Student is enrolled in AIM in grade KH with aggregate hours of Q. The student is counted as one-quarter time enrolled for purposes of ANB.
- Greater than or equal to 360 hours of aggregate hours of instruction time per year
  - ✓ Student is enrolled in AIM in grade KH with aggregate hours of H, T or F. The student is only counted as one half time enrolled for purposes of ANB.

### **Kindergarten Full Time program** *(see definition on page 16)*

If the pupil's current instructional program provides:

- Less than 180 aggregate hours of instruction time per year
  - ✓ Student is enrolled in AIM in grade KF with aggregate hours of N. Enrollment in a program intended to provide less than 180 hours of pupil instruction per school year may not be included for ANB purposes.
- At least 180 aggregate hours but less than 360 aggregate hours
  - ✓ Student is enrolled in AIM in grade KF with aggregate hours of Q. The student is counted as one-quarter time enrolled for purposes of ANB.
- At least 360 aggregate hours but less than 540 aggregate hours
  - ✓ Student is enrolled in AIM in grade KF with aggregate hours of H. The student is counted as one-half time enrolled for purposes of ANB.
- At least 540 aggregate hours but less than 720 aggregate hours
  - ✓ Student is enrolled in AIM in grade KF with aggregate hours of T. The student is counted as three-quarter time enrolled for purposes of ANB.
- 720 aggregate hours or more
  - ✓ Student is enrolled in AIM in grade KF with aggregate hours of F. The student is counted as full time enrolled for purposes of ANB.



## Grades P1-12

Students in grades P1 thru 12 should be enrolled in the AIM system in the appropriate grade level as determined by the district. If these students meet the criteria for Student Count For ANB, they will be counted at the level designated. Full-time or Part-time status of the student is based on their aggregate hours of instruction as reported in AIM.

## Number of Students

### Students Who are Enrolled

Each student included in the numerical count of students must be enrolled as defined in A.R.M. 10.15.101:

(24) *'Enrolled student' means a high school student assigned to receive organized instruction in an education program described in A.R.M. 10.55.904 that is offered by a public school and can be applied towards the graduation requirements of A.R.M. 10.55.905, or an elementary student assigned to receive organized instruction in an education program described in A.R.M. 10.55.901 through 10.55.902, or an elementary or high school student in a course of instruction agreed to in an Individualized Education Program (IEP). A.R.M. 10.15.101*

### Students who are absent 11 or more consecutive days prior to and including the count date

- For the Fall and Spring counts, **include** a student who is absent on the count date in the enrollment count, unless the student has been absent for the 11<sup>th</sup> consecutive pupil instruction day immediately prior to and including the official count date or the district has reason to believe that the student has left the district or is enrolled in another school. (A.R.M. 10.20.102)
- For the Fall and Spring counts, do not include students in the enrollment count if they have been absent for the 11<sup>th</sup> consecutive pupil instruction day immediately prior to and including the official count date, unless they qualify as homebound students under A.R.M. 10.10.102. Students who have been absent more than 10 consecutive days immediately prior to the official count date must resume attendance on or before the count date in order to be considered enrolled.
- ARM 10.20.102(10), provides an **exception** to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance, should be submitted to the Superintendent of Public Instruction by a responsible school official **prior to the official enrollment count date** for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10<sup>th</sup> consecutive day of absence prior to the official count date.



Students who are absent 11 or more consecutive days prior to and including the count date should have the Exclude ANB box checked and the Absent count set to 1.000 in the Attendance and Enrollment section of the student's AIM enrollment record. Districts should end the student's enrollment per district policy.

## Pupils Requiring Special Permission

### 5-year old Schooling Program (Kindergarten)

- Children that are enrolled in a district's 5-year-old schooling program, but have not reached the age of 5 on or before September 10 of the current school year must have received special permission of the Board of Trustees to be included in enrollment for the purpose of calculating Average Number Belonging (ANB).
- Students who transfer during the year from another in-state school or from out of the state and are (or were) not age 5 on or before September 10 also require board approval before enrollment in order to be counted for ANB

## Job Corps Program and MT Youth ChalleNGe Academy Students

Under certain circumstances, a district may include in its Student Count For ANB, students participating in the Job Corps Program or the Montana Youth ChalleNGe Academy. For the students to be eligible for inclusion in the count, the district must have entered into an interlocal cooperative agreement (Title 7, Chapter 11, Part 1, MCA) with a Montana Job Corps Program accredited by the Northwest Association of Accredited Schools or interlocal cooperative agreement with the Montana Youth ChalleNGe Academy.

### Requirements for ANB-eligibility of Job Corps or MT Youth ChalleNGe Academy students

- ✓ the student must be enrolled in a public school in the student's district of residence, **and**
- ✓ the credits taken at the Job Corps or MT Youth ChalleNGe Academy require approval by the resident school district, **and**
- ✓ the credits meet the resident district's requirements for graduation at a school in the district, **and**
- ✓ the credits must be taught by an instructor who has a current Montana high school certification, **and**
- ✓ the credits must be reported by the Job Corps or MT Youth ChalleNGe Academy to the student's resident school district.

For more information, see § 20-9-707 and § 20-9-311(12), MCA



Job Corp and Montana Youth ChalleNGe Academy participants that meet the above requirements should continue their enrollments in the student's resident district as reported in AIM. To be counted for participation, the students must also have the appropriate program (Job Corp or MT Youth ChalleNGe) marked on the Programs tab (Student Information>General>Programs). Students that do NOT meet all the above requirements are considered a dropout.

## Montana Digital Academy Students

Students participating in MT Digital Academy courses must enroll in the courses through their local public school (district of residence). Districts enrolling students who are not residents of their district are not eligible for ANB for the student according to § 20-7-118, MCA. Students enrolled in MTDA classes should have their aggregate hours calculated as if the student were enrolled in the district for the same course.



For Detailed instructions on how to report these students in the AIM system, click on this link:

<http://opi.mt.gov/pub/AIM/AIM%20Collections/Beginning%20of%20Year%20Collection/MT%20Programs%20-%20Job%20Corp,%20Youth%20Challenge%20and%20MTDA.pdf>

# Step-by-Step Instructions- MAEFAIRS Student Count For ANB

Follow these instructions to complete enrollment.

Log into MAEFAIRS at the following link: <http://data.opi.mt.gov/Maefairs/frmLogin.aspx>

Note: If you are asked, "Do you want Internet Explorer to remember your password", click "No".

From the MAEFAIRS menu screen:

1. Print Blank Forms
    - a. Click on "Reports" (this will give you a drop down list of options)
    - b. Click on "Student Count For ANB" (this will give you a series of options)
    - c. Click on "Blank School Summary"
    - d. Highlight the schools for which you wish to print reports
    - e. Single left click "Print to PDF" (you will be prompted, "Do you want to open or save this file")
    - f. Single left click on "Open" (this will bring the report up on your screen)
    - g. Single left click on the printer icon
    - h. Click on "OK" (in the lower right hand corner of your screen) and the report(s) will print
    - i. Click on the X in the upper right hand corner of the screen to close the report(s)
  2. Import Student Count For ANB Data from AIM
    - a. From the MAEFAIRS menu screen, select "Data Entry", then "Student Count For ANB". Click on "Step 1: Import Student Count For ANB From AIM"
    - b. Select a district and click on the "Import Student Count For ANB" button. When the data has imported you will get the message, "The data was successfully imported for ..."
- Note: You may import as many times as necessary and you may import prior to October 1 in order to review data. You **must** import on or after October 1, 2012 in order to submit the data.
3. View imported data in MAEFAIRS Student Count For ANB reports.
    - a. Click on the "Reports" button, click on "Student Count For ANB", chose the report you wish to review (school summary or district summary)
    - b. Highlight the schools for which you wish to print reports
    - c. Single left click "Print to PDF" (you will be prompted, "Do you want to open or save this file")
    - d. Single left click on "Open" (this will bring the report up on your screen)
    - e. Single left click on the printer icon
    - f. Click on "OK" (in the lower right hand corner of your screen) and the report(s) will print
    - g. Click on the X in the upper right hand corner of the screen to close the report(s)
      - If the Student Count For ANB numbers (including part time and other enrollment) imported from AIM match those that the registered MAEFAIRS User believes to be correct, return to the Data Entry button. Choose "Student Count For ANB" and then "Step 2: Submit to OPI".
      - If the Student Count For ANB numbers imported from AIM do not match those that the registered MAEFAIRS User believes to be correct, proceed to Step 4.
  4. Accessing reports of students imported or not imported into MAEFAIRS Student Count For ANB from AIM.
    - a. Click on "Reports" (this will give you a series of options)
    - b. Choose "Student Count For ANB", then "Students Imported from AIM in Student Count For ANB" or "Students Imported from AIM Not in Student Count For ANB".
    - c. Choose the school for which you need a list of students imported or not imported to MAEFAIRS and click on "Print to PDF".
    - d. The report will open on your screen and you may now print the report. Compare the imported data to that which you believe to be correct. If you believe the imported enrollment numbers are incorrect (including part time and other enrollment), take this report to the AIM staff at your district and work through discrepancies.

- e. If the AIM data is correct, the MAEFAIRS user validates and submits the data in MAEFAIRS.
- f. If the AIM data is incorrect, the district AIM specialist corrects AIM data and the MAEFAIRS user re-imports data (Step 2 above), re-runs MAEFAIRS Student Count For ANB reports, and submits to OPI.

**NOTE:** *All students (including Pre-kindergarteners-Special Education) attending a program that provides less than 180 hours/year must be reported. Although reporting these students is required, they are not included in the ANB calculation for state funding purposes.*

**NOTE:** *All students attending a program that provides 180-719 hrs/year must be reported. These students are considered 'part-time' for ANB purposes.*

**DO NOT INCLUDE 19-year-olds (or older) in any part-time category.**

5. Accessing reports of Students Imported From AIM in SAG (This is a report of students listed as American Indian. Number of students in this report determines the Student Achievement Gap payment for the ensuing year.)
  - a. Choose "Student Count For ANB", then "Students Imported from AIM in SAG"
  - b. Choose the school for which you need a list of students imported from AIM in SAG and click on "Print to PDF".
  - c. The report will open on your screen and you may now print the report. Compare the imported data to that which you believe to be correct. If you believe the imported data is incorrect, take this report to the AIM staff at your district and work through discrepancies. Once changes are made in AIM, you will need to re-import into MAEFAIRS.
6. Print Final Report
  - a. From the MAEFAIRS menu screen, select "Reports", then "Student Count For ANB, then "School Summary" or "District Summary"
  - b. Highlight the District or School for which you wish to print reports
  - c. Single left click on "Print to PDF" (you will be prompted, "Do you want to open or save this file")
  - d. Single left click on "Open" (this will bring the report up on your screen)
  - e. Single left click on the printer icon
  - f. Click on "OK" (in the lower right hand corner of your screen) and the report(s) will print
  - g. Click on the X in the upper right hand corner of the screen to close report(s)

After you have completed work in MAEFAIRS, click on the "Logout" button in upper right hand corner of the screen.

### Questions:

For MAEFAIRS questions, or to correct data once it has been submitted, please contact:

- Nica Merala at 406-444-4401 or by email at [nmerala@mt.gov](mailto:nmerala@mt.gov)

For AIM questions including how to correct student information in order to be included in the MAEFAIRS enrollment count, please contact:

- The AIM Helpdesk at 1-877-424-6681, locally at 406-444-3800 or by email at [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov)

# Glossary

## 19-year-olds (or older)

Students who turned 19 years of age on or before September 10 of the current school year:

- are included in regular enrollment counts
- are included in attendance counts
- are reported under 'Other Enrollment (High School Only) '
- are NOT included in part-time counts

Students nineteen years and older are not included in the ANB calculation.

## Aggregate Hours of Instruction

Annual Aggregate Hours of Instruction are the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled as defined by 20-1-301, MCA. This designation determines a student's status as full or part-time enrolled.

- 0 < 179 aggregate hours = 0 enrolled or N in AIM
- 180 to 359 aggregate hours =  $\frac{1}{4}$  enrolled or Q in AIM
- 360 to 539 aggregate hours =  $\frac{1}{2}$  enrolled or H in AIM
- 540 to 719 aggregate hours =  $\frac{3}{4}$  enrolled or T in AIM
- > 720 aggregate hours = full time enrolled or F in AIM

Pupil instruction does not include lunchtime or unstructured recess.

## ARM 10.21.204

### AMERICAN INDIAN ACHIEVEMENT GAP PAYMENTS - GENERAL FUND

(1) The Superintendent of Public Instruction will determine and report the American Indian achievement gap payment for each school district by March 1 for the ensuing school year.

(2) The number of students used to determine the payment for FY 20XX+1 will be the number of American Indian students enrolled in the district in grades K-12 as reported on the fall enrollment count submitted by the district to the Superintendent of Public Instruction in FY 20XX. Students reported as not enrolled but receiving special education services and students who were aged 19 or older on or before September 10 of the school year of the count date will not be counted for purposes of this payment.

(3) The Superintendent of Public Instruction will provide an opportunity for district officials to review the enrollment information submitted on the fall enrollment report. **Changes to the enrollment report information used for the American Indian achievement gap payment will not be accepted after December 31 except in cases of significant reporting error, as determined by the Superintendent of Public Instruction.**

(4) Payments will be distributed to school districts by the Superintendent of Public Instruction on the schedule for BASE aid distributions provided in [20-9-344](#), MCA.

History: [20-3-106](#), MCA; [IMP](#), [20-9-330](#), MCA; [NEW](#), 2006 MAR p. 3070, Eff. 12/22/06; [AMD](#), 2008 MAR p. 1692, Eff. 8/15/08.

## Average Number Belonging (ANB)

Average number belonging (ANB) means a student count for each school district that is used for school funding purposes. The statutory definition, pursuant to 20-1-101(2), MCA, is ‘the average number of regularly enrolled, full-time pupils attending the public schools of a district.’

### Calculating Average Number Belonging (ANB)

The Average Number Belonging (ANB) for the ensuing school fiscal year is the average adjusted enrollment of the current school year, by budget unit, multiplied by 187, divided by 180.

		Fall	Spring
(A)	Total Student Count For ANB		
(B)	Subtract one-half Kindergarten students enrolled in a ½ time K program		
(C)	Subtract students in grades FTK-12 receiving less than 180 hrs/year		
(D)	Subtract three-quarters students in grades FTK-12 receiving between 180-359 hrs/yr		
(E)	Subtract one-half students in grades FTK-12 receiving between 360-539 hrs/yr		
(F)	Subtract one-quarter students in grades FTK-12 receiving between 540-719 hrs/yr		
(G)	Subtract one-half students attending MT Youth Challenge Program		
(H)	Subtract 19-Year-Old students		
(I)	Add Early Graduates		
(J)	Subtotal (total of Lines A-I)		
(K)	Total adjusted enrollment (add fall subtotal to Spring subtotal from Line J)		
	Avg. Enrollment [K divided by 2] - Don't round.		

## Average Adjusted Enrollment

Average adjusted enrollment is the average of the October and February enrollment adjusted for part-time students and students reported as “other enrollment”, as calculated on page 14.

## Budget Unit

Budget unit means the unit for which the ANB of the district is aggregated for all enrolled students according to 20-9-311, MCA. (A.R.M. 10.15.101(10))

## Early Graduates

Students that graduated from high school early, at the end of their 7th semester.

Reporting early graduates is only required if the district is applying for increased ANB pursuant to 20-9-313(6), MCA and A.R.M. 10.20.102(11).

Early graduates are mid-year graduates who meet the following criteria:

1. The student was enrolled as of the first Monday of October of the CURRENT school year as a senior in high school, but WAS NOT enrolled on February 1 of the CURRENT school year.
2. The student completed graduation requirements at the end of the first semester of the CURRENT school year.
3. The student completed graduation requirements at the end of a total of SEVEN semesters.  
**NOTE:** Students, who complete graduation requirements in LESS than seven semesters, or MORE than seven semesters, do not qualify for increased ANB and cannot be included in your count of early graduates. See A.R.M. 10.20.102
4. The student had not reached the age of 19 on or before September 10 of the CURRENT school year.
5. The student has NOT been counted in the regular 11th or 12th grade enrollment as of February 1 of the CURRENT school year.



Early graduates must be entered into AIM. The student's enrollment record must have an End Date prior to the February 1 count date, an End Status of 400: Graduated, and a Diploma Period of 02: Early Graduate – 7 Semesters.

## Ensuing Year

First school year succeeding the current year.

## Fiscal Year

Fiscal year of data. For example, fiscal year 2013 is July 1, 2012 to June 30, 2013.

Fiscal year 2012 can also be called:

Fiscal year 2012-13  
Fiscal year 2012-2013  
FY13  
FY 2013  
FY 2012-13  
FY 2012-2013

## Grade

The assigned education level of a student in Pre-K through 12.

Pre-Kindergarten is also called Pre-K and Preschool (PK in AIM)

Half-time and full-time Kindergarten (KH and KF in AIM)

Transition First (P1 in AIM)

## Homebound Students

Those students who are receiving instructional services who were in the education program and due to medical reasons, certified by a medical doctor, are unable to be present for pupil-instruction.  
(A.R.M. 10.15.101)

Criteria for counting Homebound students (A.R.M. 10.20.102(8)):

- (8) *Homebound students, as defined in A.R.M. 10.15.101, and students who are confined to a treatment, medical, or custodial facility may be counted as enrolled for ANB purposes if the student:*
  - (a) *is enrolled as defined in A.R.M. 10.15.101 and is currently receiving organized and supervised pupil instruction as defined in 20-1-101, MCA;*
  - (b) *is in a home or facility which does not offer a regular educational program; and*
  - (c) *has instructional costs during the absences which are financed by the school district general fund.*

## Individualized Education Program (IEP)

Refers to a written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Education Act (IDEA) which includes:

- Statement of present levels of educational performance of a child;
- Statement of annual goals, including short-term instructional objectives;
- Statement of specific education services to be provided and the extent to which the child will be able to participate in regular educational programs;
- Projected date for initiation and anticipated duration of services;
- Appropriate objectives, criteria and evaluation procedures; and
- Schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

*Taken from Instructions for Completing The Nonfiscal Surveys of the Common Core of Data, 2003-2004, by the National Center for Education Statistics, Office of Educational Research and Improvement, U.S. Department of Education.*

## Kindergarten

A program for children in the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted. The trustees of a district must either establish a Kindergarten program or make a program available to all children in the district who meet the 5-year-old age requirement. The program is taught during the year preceding first grade.

A **half time** kindergarten program must provide a minimum of 360 aggregate hours of instruction per year.

A **full time** kindergarten program must provide a minimum of 720 aggregate hours of instruction per year.

## Pre-Kindergarten (Pre-K or Preschool)

A free program for children between the ages of 3 and 5 years, offered at the discretion of the trustees of an elementary district. The program is offered during the year(s) preceding Kindergarten.



## **Service Type**

This field in AIM indicates the type of educational services a student receives from the district.

P: Primary – A student receives primary educational services from this school

S: Partial (Secondary) – A student who receives some educational services from this school, but holds a primary enrollment in another school.

N: Special Education Services Only – A student who is receiving ONLY special education services from this school and whose primary enrollment is in another school or students who are not yet eligible for public school services (i.e. pre-school students). This does not include students in a self-contained classroom.

## **Special Education Eligible**

A student having an Individualized Education Program (IEP) under the Individuals with Disabilities Act (IDEA) and who is receiving special education services.

## **Transition First**

A Pre-1st/Transition program is a full day program that is designed to ease the transition into first grade, and often results in a two-year program between kindergarten and second grade.